

BIDDER QUESTIONS ON QUALIFICATIONS

RFQ NO. 0334-136

INSTRUCTIONS

Requirement of “Blind” Responses. Your responses to all of the questions in this exhibit must be “blind”. They must not identify your name or otherwise indicate the identity of the bidder (except for the letters of reference). This is so proposals may be evaluated in as objective a manner as possible.

Numbering of Responses. Each response by the bidder to a question must be numbered using the same number and letter which corresponds to that of the question.

Your failure to comply with these instructions may cause you to lose points.

Points Awarded for Responses. The number in parentheses after each question or requirement represents the maximum number of points that may be awarded for the bidder's response to that question or requirement.

Content of Responses. Bidders should provide only the information requested. Additional information and documents submitted as part of the bidder's response, but which are not responsive to the question, are not required to be considered. Evaluators may award a lower score for a response if additional information or material provided by the bidder is not responsive to the question.

Failure to follow the above instructions may result in any or all of a bidder's responses to the following questions, to be considered as nonresponsive, and scored accordingly, or may result in the bidder's proposal being rejected as nonresponsive.

QUESTIONS

- 1 Describe your experience, education and training in working with people with developmental disabilities: *Be sure not to identify yourself by name in your answers*) (Maximum points: 30)
 - a. Explain length and kinds of experience, and your roles and responsibilities. Acceptable experience includes volunteering and parenting as well as working for pay.
 - b. Describe the context of your experience and the specific organizations, programs, or services with which you were involved.
 - c. Describe the persons, issues, problems, and/or successes you encountered.
 - d. Describe your training and education in the areas of experience which you have identified.
- 2 Describe your program evaluation experience: (Maximum points: 20)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the organizations with which you worked and the program you evaluated.
 - c. Describe the process and/or techniques you used for compiling and analyzing information.
 - d. Describe your training and education in this area.
- 3 Describe your experience in monitoring contractual and/or fiscal accountability: (Maximum points: 20)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the organizations with which you worked and the process and/or techniques you used for compiling and analyzing information.
 - c. Describe your training and education in this area.
- 4 Describe your experience in interviewing (Maximum Points: 15)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the purposes and settings in which you worked, the process and/or techniques you used, and the kind of information you solicited.

- c. Describe your training and education in this area.
- 5 Describe your experience in presenting information to others: (Maximum Points: 15)
 - a. Explain length and kinds of experience, and your roles and responsibilities.
 - b. Describe the purpose and settings of your presentations, the kind of information presented, and the process and/or techniques you used.
 - c. Describe your training and education in this area.
- 6 Attach to your responses three (3) signed letters of reference, which should address both your qualifications and your experience to provide the services described in the RFQ. Letters of reference should be from persons or organizations having knowledge of your experience. (No points awarded)

(Letters of reference may include your name. It is not necessary for your references to refer to you by your assigned bidder number. Letters of reference will be evaluated separately from the rest of your responses to these questions.)
- 7 State affirmatively that you are willing, and will be able, to perform a contract and to provide the services described in the RFQ at the rates specified in Section 3.3. of the RFQ. (No points awarded)